

Suffolk County Purchase of Development Rights Program Agricultural Development Permit Request Guidelines

Each request for an agricultural development permit shall include a minimum of the following:

1. Letter of intent from the landowner
2. Landowner's name and contact information
3. Agent's name and contact information, if applicable
4. Written permission from the landowner authorizing the agent to represent the application, if applicable
5. Tax map number(s)
6. Physical address
7. Description of the proposed improvement
 - a. Type
 - b. Number
 - c. Dimensions (i.e., length, width, and height)
 - d. Location(s)
 - e. Use(s)
 - f. Utilities (e.g. electric, water, etc.)
8. Reason for proposed improvement
9. Site plan drawn to scale
10. Additional information necessary to support proposal (e.g. photos, diagram, etc.)

Each application shall include a \$100.00 nonrefundable application fee (pursuant to § 8-8(F) of the Suffolk County Administrative Local Laws). Checks should be made payable to the Suffolk County Treasurer. Applications submitted without the application fee shall be deemed incomplete.

Applications should be sent to the Suffolk County Farmland Committee care of the Suffolk County Department of Economic Development and Planning – Division of Planning and Environment addressed as follows:

Ms. Sarah Lansdale, Director
Suffolk County Department of Economic Development and Planning
Division of Planning and Environment - 4th Floor
P.O. Box 6100
Hauppauge, NY 11788-0099

Your application, once deemed complete, will be scheduled for the next available meeting agenda. Please submit your application as soon as possible to avoid delaying its review.